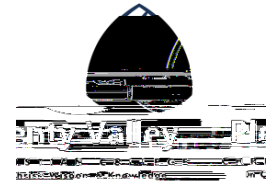




PKELC ADMINISTRATION OF FIRST AID POLICY

Mandatory - Quality area 2



Document classification: Policy	Version: 1.4	Date: 2/11/2022
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PURPOSE

This policy will provide guidelines for the administration of first aid at Plenty Kids Early Learning Centre.

POLICY STATEMENT

Values

Plenty Kids Early Learning Centre is committed to:

- providing a safe and healthy environment for all children, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the administration of first aid at the service
- ensuring that the service has the capacity to deliver current approved first aid, as required.

Scope

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Plenty Kids Early Learning Centre, including during offsite excursions and activities.

<h2>RESPONSIBILITIES</h2>	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Nominated first aid officer	Parents/guardians	Contractors, volunteers and students
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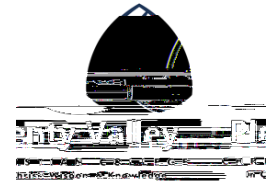
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PROCEDURES

BASIC LIFE SUPPORT FLOW CHART PROCEDURE – *refer to Attachment 1*

FIRST AID RESPONDER'S ROLE – *refer to Attachment 2*

1 Background and legislation

Background

Background

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm. The

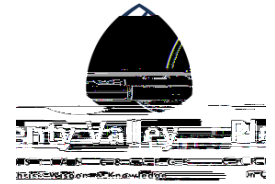
states that an approved provider must ensure that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. Under the

, the (ACECQA) are required to publish lists of approved first aid qualifications. These lists are available at: www.acecqa.gov.au. As a demonstration of duty of care and best practice ELAA recommends all educators have current approved first aid qualifications.



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It is also a requirement that employers have appropriate first aid arrangements in place, including first aid training, first aid kits and first aid facilities, to meet their obligations under the

. WorkSafe Victoria has developed a that
provides guidance on how these obligations can be met.

Legislation and standards

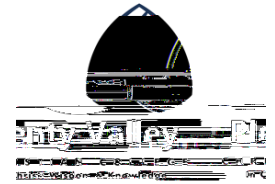
Relevant legislation and standards include but are not limited to:

(Vic) (Part 2: Principles for Children)
: Sections 167, 169



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Child Safe Environment and Wellbeing
Dealing with Infectious Diseases
Dealing with Medical Conditions
Diabetes
Emergency and Evacuation
Epilepsy
Excursions and Service Events
Incident, Injury, Trauma and Illness
Occupation Health and Safety
Road Safety and Safe Transport
Staffing

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
monitor the implementation, compliance, complaints and incidents in relation to this policy
review the first aid procedures following an incident to determine their effectiveness
regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
keep the policy up to date with current legislation, research, policy and best practice
consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance
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ATTACHMENT 1. BASIC LIFE SUPPORT FLOW CHART

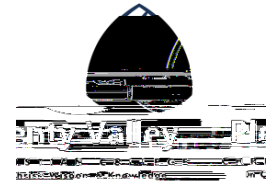
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ATTACHMENT 3: FIRST AID KIT GUIDELINES

First Aid kits should:

- not be locked.
- be appropriate for the number of employees and children and adequate for the immediate treatment of injuries at the service (refer to Note)
- be easy to access and if applicable, located where there is a risk of injury occurring, with no longer than a minute to reach, including time required to access secure areas
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit.
- be regularly checked using the First Aid Kit Checklist Guidelines to ensure the contents are as listed and have not deteriorated or expired



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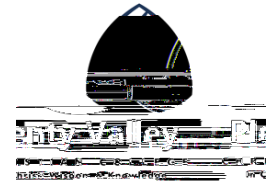
Asthma first aid:

- reliever medication
- 2 small volume spacer devices
- 2 compatible children's face masks (for children under the age of four)
- record form and pen
- asthma first aid instruction card.



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ATTACHMENT 4: SAMPLE FIRST AID RISK ASSESSMENT FORM

This template can be used to assess the first aid requirements for the service. Consultation is an important aspect of first aid risk assessment and management. The Approved provider, ECTs and educators should use this as a guide only and may identify other areas specific to their service.

1.	How many people work at the service (estimate for most days)?			
2.	How many children are enrolled at the service (write the number)?			
3.	Do people regularly work in the service after hours?			
4.	Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?			
5.	Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)			
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?			
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?			
8.	What type of, and how many, first aid kits are available at the service?			
9.	Are the contents of first aid kits complete and up to date as per the contents list?			
10.	Where are the first aid kits located?			
11.	How many current first aid officers are there at the service? (List the number, approved first aid qualifications and qualification expiry dates)			
12.		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Hazards</td> <td style="width: 50%;">Location</td> </tr> </table>	Hazards	Location
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